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CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES: MEETING STATISTICS OF UNITED NATIONS ORGANS

Report of the Secretary-General

Addendum

Synoptic report on meetings held during the bienniums 1994-1995 and 1996-1997

1. The present addendum, which includes synoptic tables, by sector of conference services provided during the bienniums 1994-1995 and 1996-1997, as well as a breakdown of meeting services and documentation costs, is submitted in compliance with requests made by the Committee on Conferences at its 1995 substantive session and its organizational session for 1996. It contains actual data on conference services provided in New York for the years 1994, 1995 and 1996. Estimates for 1997 are also included; they comprise actual data for the first half of the year and projections for the second half. The projections are based on the assumption that, for each element in table 3 below, the proportion of the annual workload to be done in the second half of the current year will be the same as the proportion done in the second half of 1996.

2. The breakdown of the information by sector is based primarily on the principal organs of the United Nations, i.e., the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council and the Secretariat, as follows:

(a) Sector A includes the General Assembly, its Main Committees and subsidiary bodies, except those related to disarmament, outer space affairs and decolonization;

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(b) Sector B includes the Security Council and its subsidiary bodies, as well as bodies related to disarmament and outer space affairs;

(c) Sector C includes the Economic and Social Council, its functional commissions and subsidiary bodies, as well as other organs active in the economic and social fields, mainly the governing bodies of the United Nations Development Programme and the United Nations Children's Fund;

(d) Sector D includes the Trusteeship Council, if applicable, and the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples;

(e) Sector E includes special conferences, their preparatory machinery and certain bodies established as a result of such conferences, like bodies of the International Seabed Authority, and activities related, among other things, to the International Conference on Population and Development, the World Summit for Social Development, the Fourth World Conference on Women and the United Nations Conference on Human Settlements;

(f) Sector F includes services provided as a result of standing mandates of the Secretariat or at its initiative. As far as meetings services are concerned, this category includes mainly meetings of representatives of countries contributing troops to peacekeeping operations and press conferences convened by the Secretary-General or the Department of Public Information. In the fields of translation, text-processing and reproduction, the highest volumes of work are accounted for by public information materials, administrative issuances, official correspondence, Dag Hammarskjöld Library publications, the Journal of the United Nations and treaties deposited with the Secretary-General;

(g) Sector G includes meetings of the regional groups and other intergovernmental meetings other than meetings of United Nations bodies, for example, meetings of the Movement of Non-Aligned Countries and the Group of 77.

3. In tables 1, 2 and 3 below, the data on the number of meetings include those meetings, both formal and informal, that were provided with interpretation services, including meetings held away from Headquarters but serviced by Headquarters staff. The other categories of services are self-explanatory. Services for which a sectoral breakdown is not available are excluded (central management, planning and control, reference and terminology, editing, copy preparation, proofreading and distribution).

Table 1

Biennium 1994-1995 - Conference services provided, by sector

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
Number	3 224	1 442	1 105	71	831	225	670	7 568
Percentage	43	19	15	1	11	3	8	100
Verbatim records								
Number	285	368	-	29	5	-	-	687
Percentage	41	54	-	4	1	-	-	100
Summary records								
Number	682	133	78	-	51	-	-	944
Percentage	73	14	8	-	5	-	-	100
Translation/ revision								
Thousands of words	107 852	35 953	40 183	2 097	10 577	14 806	-	211 468
Percentage	51	17	19	1	5	7	-	100
Text-processing								
Thousands of words	220 510	59 065	66 940	3 938	19 688	23 626	-	393 767
Percentage	56	15	17	1	5	6	-	100
Reproduction								
Thousands of page impressions	524 119	134 440	363 521	5 995	123 990	417 574	-	1 569 639
Percentage	33	9	23	1	7	27	-	100

Table 2

1996 - Conference services provided, by sector

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
Number	1 607	562	592	21	207	41	346	3 376
Percentage	48	17	17	1	6	1	10	100
Verbatim records								
Number	144	150	-	-	-	-	-	294
Percentage	49	51	-	-	-	-	-	100
Summary records								
Number	330	35	56	12	-	-	-	433
Percentage	76	8	13	3	-	-	-	100
Translation/ revision								
Thousands of words	47 975	12 050	19 606	843	1 805	6 585	-	88 864
Percentage	54	14	22	1	2	7	-	100
Text-processing								
Thousands of words	93 423	23 150	30 749	1 346	3 154	11 172	-	162 994
Percentage	57	14	19	1	2	7	-	100
Reproduction								
Thousands of page impressions	196 696	63 303	91 536	1 555	21 762	178 213	-	553 065
Percentage	35	11	17	1	4	32	-	100

Table 3

1997 - Conference services provided, by sector

(Estimates)

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
Number	1 711	647	618	104	117	130	349	3 676
Percentage	47	18	17	3	3	3	9	100
Verbatim records								
Number	207	193	-	-	-	-	-	400
Percentage	52	48	-	-	-	-	-	100
Summary records								
Number	323	39	17	94	5	-	-	478
Percentage	68	8	3	20	1	-	-	100
Translation/ revision								
Thousands of words	61 094	13 236	21 331	1 662	1 896	3 309	-	102 528
Percentage	59	13	21	2	2	3	-	100
Text-processing								
Thousands of words	118 186	24 043	35 592	2 468	3 543	7 293	-	191 126
Percentage	62	12	19	1	2	4	-	100
Reproduction								
Thousands of page impressions	230 516	66 416	114 609	1 900	8 624	172 130	-	594 195
Percentage	38	11	19	1	2	29	-	100

4. In order to meet the request of the Committee on Conferences to be provided with a breakdown of meeting services and documentation costs, the actual expenditures incurred by Conference Services in New York during the biennium 1994-1995 and during 1996 were used. Total expenditures, covering all functions performed by the staff of Conference Services, including management, were broken down into two main categories: (a) meeting, interpretation and verbatim reporting services, and (b) documentation services. Expenditures under each category were then apportioned among the seven sectors (A-G) using the percentage distribution among sectors of the number of meetings, for category (a), and of the translation/revision workload, for category (b).

5. The resulting distribution of expenditures, therefore, gives an indication of the share of total resources claimed by each sector in all areas of conference servicing activities (see tables 4 and 5 below).

Table 4

Biennium 1994-1995 - Estimated distribution, by sector, of Conference Services expenditures

(Thousands of United States dollars)

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meeting, interpretation and verbatim reporting	22 753	10 054	7 937	529	5 821	1 587	4 234	53 915
Percentage	43	19	15	1	11	3	8	100
Documentation	94 810	31 603	35 321	1 859	9 295	13 013	-	185 901
Percentage	51	17	19	1	5	7	-	100
Total	117 563	41 657	43 258	2 388	15 116	14 600	4 234	238 816
Percentage	49	18	18	1	6	6	2	100

Table 5

1996 - Estimated distribution, by sector, of Conference Services expenditures

(Thousands of United States dollars)

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meeting, interpretation and verbatim reporting	11 403	4 039	4 039	237	1 425	237	2 376	23 756
Percentage	48	17	17	1	6	1	10	100
Documentation	47 849	12 405	19 494	886	1 772	6 203	-	88 609
Percentage	54	14	22	1	2	7	-	100
Total	59 252	16 444	23 533	1 123	3 197	6 440	2 376	112 365
Percentage	53	14	21	1	3	6	2	100